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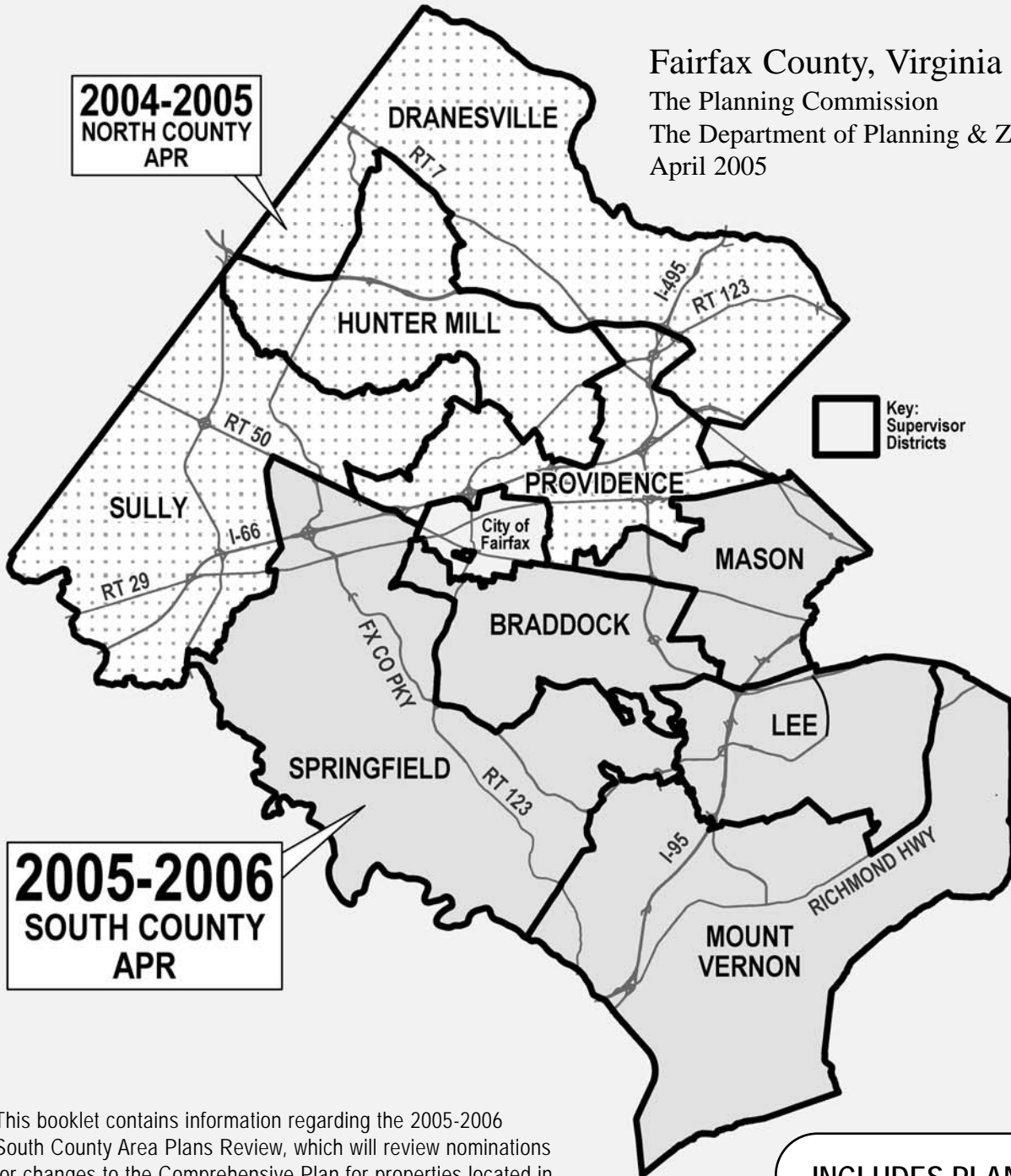
# Citizen's Guide to the 2005-2006 South County Area Plans Review (APR)

Fairfax County, Virginia

The Planning Commission

The Department of Planning & Zoning

April 2005



This booklet contains information regarding the 2005-2006 South County Area Plans Review, which will review nominations for changes to the Comprehensive Plan for properties located in the Braddock, Lee, Mason, Mount Vernon and Springfield Supervisor Districts, as shown above. The districts outlined on the map are Supervisor Districts, each represented by a member of the Fairfax County Board of Supervisors.

**INCLUDES PLAN  
AMENDMENT  
NOMINATION FORM**

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**Sterling Wheeler**, *Chief, Policy & Plan Development Branch*  
**Marianne Gardner**, *Chief, Policy & Plan Development Branch*  
**Pamela Nee**, *Chief, Environmental & Development Review Branch*

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## CITIZEN'S GUIDE TO THE 2005-2006 SOUTH COUNTY AREA PLANS REVIEW

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### SCHEDULE FOR 2005-2006 SOUTH COUNTY AREA PLANS REVIEW (APR)

<b>TASK DESCRIPTION</b>	<b>DATE</b>
Nomination Submission Period	<b><i>July 1 – September 21, 2005</i></b>
Task Force Appointments	<b><i>Complete by October 31, 2005</i></b>
Nominations to Task Forces	<b><i>Mid-November (prior to first task force meeting)</i></b>
Task Force Meetings	<b><i>November 28, 2005-March 24, 2006</i></b>
Nomination Withdrawal Deadline	<b><i>March 27, 2006</i></b>
Release of Staff and Task Force Reports	<b><i>Two weeks prior to public hearing</i></b>
Planning Commission Public Hearings	<b><i>June 2006</i></b>
Planning Commission Mark-up	<b><i>July 2006</i></b>
Board Public Hearings/Mark-up	<b><i>September – October 2006</i></b>

FOR THE LATEST INFORMATION ABOUT THE APR SCHEDULE: See [www.fairfaxcounty.gov/dpz/apr/](http://www.fairfaxcounty.gov/dpz/apr/) .

TO RECEIVE E-MAIL ANNOUNCEMENTS ABOUT THE PROCESS: Subscribe to the “Comprehensive Plan Announcements” e-mail subscription service found on the Fairfax County Web site at [www.fairfaxcounty.gov/email/lists/](http://www.fairfaxcounty.gov/email/lists/) .

FOR GENERAL COMPREHENSIVE PLAN INFORMATION, PLEASE CALL (703) 324-1380.

### I. FAIRFAX COUNTY PUBLIC INFORMATION SOURCES

- o Fairfax County Web site:  
[www.fairfaxcounty.gov](http://www.fairfaxcounty.gov)
- o **Department of Planning and Zoning (DPZ)**  
Web site: [www.fairfaxcounty.gov/dpz/](http://www.fairfaxcounty.gov/dpz/)  
Visit this site frequently to track the progress of the APR process and receive the latest information and materials.  
**Planning Division, DPZ**  
**Planner-of-the-Day**, 8:00 am - 4:30 pm weekdays  
(703) 324-1380  
The Herrity Building  
12055 Government Center Parkway  
Suite 730  
Fairfax, Virginia 22035
- o **The “Comprehensive Plan Announcements” E-mail Service**  
An e-mail announcement service called Comprehensive Plan Announcements is available by free subscription on the County Web homepage under the E-Services/E-mail Subscriptions link or at [www.fairfaxcounty.gov/email/lists/](http://www.fairfaxcounty.gov/email/lists/). This service will provide timely announcements about the APR process, as well as announcements related to the Comprehensive Plan, Out-of-Turn Plan Amendments, special studies and other planning processes.
- o **Planning Commission Office**  
Web site: [www.fairfaxcounty.gov/gov/planning](http://www.fairfaxcounty.gov/gov/planning)  
See this site for information about the Planning Commission, the APR process, as well as Planning Commission public hearing schedules.  
(703) 324-2865  
E-Mail: [plancom@fairfaxcounty.gov](mailto:plancom@fairfaxcounty.gov)  
County Government Center  
12000 Government Center Parkway  
Suite 330  
Fairfax, Virginia 22035
- o **Department of Tax Administration (DTA)**  
Web site: [icare.fairfaxcounty.gov](http://icare.fairfaxcounty.gov)  
See this site for data on parcels of land; search by street address or tax map number.

## CITIZEN'S GUIDE TO THE 2005-2006 SOUTH COUNTY AREA PLANS REVIEW

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- o **Maps and Publications Sales Desk**  
(703) 324-2974  
County Government Center  
12000 Government Center Parkway  
Suite 156  
Fairfax VA, 22035-5505
- o **The Fairfax County Comprehensive Plan**  
The Comprehensive Plan (the Plan) is available on the DPZ Web site at [www.fairfaxcounty.gov/dpz/](http://www.fairfaxcounty.gov/dpz/). The Web version of the Plan is updated regularly to include new amendments. See the "amended through" date on the header of each page to know when each section was most recently changed as a result of Board of Supervisors action. You can print individual pages or sections of the Plan from the Web Plan if you need a paper copy.
- o **The Weekly Agenda**  
The Weekly Agenda is an electronic newsletter published by the Office of Public Affairs that provides a link to the agenda for Board of Supervisors and Planning Commission meetings. To subscribe, go to the Fairfax County Web site at [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov) and find the section entitled E-Services. Click on the link to E-Mail Subscriptions and follow the directions to subscribe to the Weekly Agenda.
- o **Cable Channel 16, also on the Internet**  
Fairfax County government Cable Channel 16 broadcasts Planning Commission and Board of Supervisors meetings live. You may also view these meetings by live video streaming by going to the Fairfax County Web site and clicking on the link for Channel 16 Live!.
- o "Today in Fairfax" - Public Meetings Calendar  
Visit the County Website at [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov) and click on the link for Today in Fairfax. Scroll down and click on the link to the Public Meetings Calendar.

### MEMBERS OF THE BOARD OF SUPERVISORS FOR THE 2005-2006 SOUTH COUNTY APR CYCLE

- **Braddock District**  
**Supervisor Sharon Bulova**  
**Email:** [braddock@fairfaxcounty.gov](mailto:braddock@fairfaxcounty.gov)  
**Website:** [www.fairfaxcounty.gov/gov/bos/bd/](http://www.fairfaxcounty.gov/gov/bos/bd/)  
**Office:** 703-425-9300  
**Fax:** 703-503-9583 TTY: 703-978-7973

9002 Burke Lake Road  
Burke, VA 22015

## CITIZEN'S GUIDE TO THE 2005-2006 SOUTH COUNTY AREA PLANS REVIEW

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- **Lee District**

**Supervisor Dana Kauffman**

**Email:** [leedist@fairfaxcounty.gov](mailto:leedist@fairfaxcounty.gov)

**Website:** [www.fairfaxcounty.gov/gov/bos/ld/](http://www.fairfaxcounty.gov/gov/bos/ld/)

**Office:** 703-971-6262

**Fax:** 703-971-3032

6121 Franconia Road  
Alexandria, VA 22310

- **Mason District**

**Supervisor Penelope A. Gross**

**Email:** [mason@fairfaxcounty.gov](mailto:mason@fairfaxcounty.gov)

**Website:** [www.fairfaxcounty.gov/gov/bos/md/](http://www.fairfaxcounty.gov/gov/bos/md/)

**Office:** 703-256-7717

**Fax:** 703-354-8419

Mason District Governmental Center  
6507 Columbia Pike  
Annandale, VA 22003

- **Mount Vernon District**

**Supervisor Gerald W. Hyland**

**Email:** [mtvernon@fairfaxcounty.gov](mailto:mtvernon@fairfaxcounty.gov)

**Website:** [www.fairfaxcounty.gov/gov/bos/mvd/](http://www.fairfaxcounty.gov/gov/bos/mvd/)

**Office:** 703-780-7518

**Fax:** 703-780-1491

Mount Vernon Governmental Center  
2511 Parkers Lane  
Alexandria, VA 22306

- **Springfield District**

**Supervisor Elaine McConnell**

**Email:** [springfield@fairfaxcounty.gov](mailto:springfield@fairfaxcounty.gov)

**Website:** [www.fairfaxcounty.gov/gov/bos/spd/](http://www.fairfaxcounty.gov/gov/bos/spd/)

Springfield Governmental Center  
6140 Rolling Road, Springfield, VA 22152  
**Office:** 703-451-8873  
**Fax:** 703-451-3047

Springfield District Office at the Fairfax County Government Center  
12000 Government Center Parkway, Suite 233  
Fairfax, Virginia 22035  
**Office:** 703-324-2500  
**Fax:** 703-324-3149

## II. OVERVIEW OF THE AREA PLANS REVIEW PROCESS

### Using the Citizen's Guide and other Resources

This publication, the *Citizen's Guide to the 2005-2006 South County Area Plans Review (APR)*, outlines the process by which nominations to propose changes to the County's Comprehensive Plan are submitted for consideration. Section I lists sources of information about the APR process and key contacts. Section II introduces the process. Section III contains Frequently Asked Questions about APR. Section IV provides a step-by-step guide to submitting a nomination and Section V explains the public hearing and mark-up process. The nomination form is attached at the back of this booklet. This form may be photocopied if more than one form is needed. Also see the APR section of the DPZ Web site ([www.fairfaxcounty.gov/dpz/](http://www.fairfaxcounty.gov/dpz/)) to find online the Citizen's Guide and nomination form, as well as the Area Plan volumes of the Comprehensive Plan. **Please note that nominations may not be submitted electronically because paper attachments, such as certified mail receipts and maps, are required at time of submission.**

### The Area Plans Review Process

The Area Plans Review (APR) process provides an opportunity for the Fairfax County community to participate in the planning process by submitting proposals to amend the Area Plan volumes of the Comprehensive Plan (the Plan) and/or the Comprehensive Plan Map. The Plan is the guide used by the community, the Planning Commission, and the Board of Supervisors to make decisions about the County's built and natural environment. The Area Plans contain site-specific planning recommendations for the four Planning Areas of the County. These four volumes are the subject of the 2005-2006 South County Area Plans Review.

The APR process is organized by the County's Supervisor Districts. In the 2005-2006 APR, the southern portion of the County, including the Braddock, Lee, Mason, Mount Vernon and Springfield Supervisor Districts, will be reviewed. The 2005-2006 APR process will commence in September 2005 and continue through 2006. The northern portion of the County was reviewed in the 2004-2005 North County APR process (completed in 2005), including Dranesville, Hunter Mill, Providence and Sully districts. A map depicting the nine supervisor districts is available on the County Website and is available for purchase at the Maps and Publications Sales Desk at the County Government Center. (See [www.fairfaxcounty.gov/maps/map.htm#onLine](http://www.fairfaxcounty.gov/maps/map.htm#onLine) or information about the sales desk found in Section I).

At the beginning of the APR process, nominations containing proposals for changes to the Comprehensive Plan may be submitted. The nominations are reviewed by the planning staff of the Department of Planning and Zoning (DPZ) and other County agencies. DPZ prepares a staff report containing an analysis and recommendation for each nomination. Community task forces (or land use committees) appointed by the members of the Board of Supervisors also review the nominations and formulate recommendations. Both the task force and staff recommendations are given to the Planning Commission. The Planning Commission holds public hearings to receive testimony about each nomination. The Planning Commission may support the nomination as submitted or may support an alternative that represents a lesser density or intensity. The Planning Commission may also deny of a nomination. Only those nominations or



alternatives that the Planning Commission votes to support are forwarded to the Board of Supervisors for additional public hearings and final decision. **The Plan is amended if the Board of Supervisors votes to adopt a proposed change.**

### **Scope of the APR Process**

The subject of the APR process will be the site-specific land use recommendations and transportation access and circulation recommendations found in the Area Plans. Proposed amendments regarding countywide systems, such as Transportation, Trails, Parks and Public Facilities, will not be considered as a part of the APR process. These systems are being addressed as part of an on-going review of the County's public facilities. For information about these Policy Plan initiatives, including the current schedule, visit the Department of Planning and Zoning Web site or contact the Department of Planning and Zoning at (703) 324-1380. Because of this separate process, proposals to amend the Policy Plan volume of the Comprehensive Plan are not eligible for consideration through the Area Plans Review process.

### **Citizen Participation in the 2005-2006 South County Area Plans Review**

Anyone is invited to submit nominations for consideration as amendments to the County's Area Plans. Any interested parties can participate by reviewing nominations that have been submitted; attending citizen task force meetings; reviewing the DPZ staff report for each nomination; and testifying at public hearings (in person or in writing) before the Planning Commission and the Board of Supervisors.

## **III. FREQUENTLY ASKED QUESTIONS ABOUT THE APR PROCESS**

### **1. How can I learn about the Area Plans Review Process?**

See Section I of this Citizen's Guide for all the information sources about the APR process. One of the most important resources is the APR section of the DPZ Web site at [www.fairfaxcounty.gov/dpz/apr/](http://www.fairfaxcounty.gov/dpz/apr/). Another valuable resource is **the free e-mail subscription service, "Comprehensive Plan Announcements."** To receive timely updates about the APR process and other activities related to planning, sign up for this e-mail service found at the E-Services/E-Subscriptions link on the County homepage at [www.fairfaxcounty.gov/email/lists/](http://www.fairfaxcounty.gov/email/lists/). If you have questions, call the Planning Division/DPZ to speak to the Planner of the Day or the planner for the appropriate district. You may also call the appropriate member of the Board of Supervisors identified in Section I. In the course of the process, meeting and public hearing announcements will be posted on the DPZ/APR and Planning Commission Web ([www.fairfaxcounty.gov/pcom/](http://www.fairfaxcounty.gov/pcom/)) sites and the County's Public Meetings Calendar on the County Web site. Check these Web sites periodically for any new information. If you do not have access to the Internet, please visit any County library to use a computer or call the appropriate office listed in Section I.

### **2. How do I submit a nomination?**

Follow detailed instructions and submit the nomination form found at the back of this booklet. For your convenience, the *Citizen's Guide* and the nomination form may also be downloaded from the DPZ website at [www.fairfaxcounty.gov/dpz/apr/](http://www.fairfaxcounty.gov/dpz/apr/). However, the completed nomination may not be submitted electronically because of the required attachments,

such as a map and certified mail receipts. **Faxes and e-mail nominations will not be accepted.** Please see Section IV, "Preparing a Nomination," for step-by-step directions about filling out the nomination form, creating the nomination map and preparing the required notification letters.

### **3. Who can answer my questions about preparing a nomination?**

If you have questions about the nomination process, please call the Planning Division, DPZ, at (703) 324-1380. Tell the receptionist that you wish to speak to an Area planner about the APR Process. If you wish to meet with an Area Planner, you may set up an appointment.

### **4. Where do I find the necessary Tax Map numbers and Zoning Maps that will be part of my submission?**

Every parcel of land in the County has a unique identifier called a tax map number. To find the tax map number for a parcel, you can go to the Dept. of Tax Administration Web site at [icare.fairfaxcounty.gov](http://icare.fairfaxcounty.gov) and search by street address. In addition to the tax map number, you will find information about acreage, ownership, and other details about the property that will be useful for filing the nomination. Once you have the tax map number(s) related to your nomination, you can purchase the necessary Zoning Map sections at the Maps and Publications Sales Desk (see Section I for address). Zoning maps are also available on line from the Maps, Facts and Stats link found on the County homepage. There you will find the GIS Map Wizard and follow the directions to find the zoning maps. You may go there directly at [icare.fairfaxcounty.gov](http://icare.fairfaxcounty.gov). Once you have the tax map number(s) and the Zoning map sheet(s), you are ready to outline in black ink the subject property of your nomination. See Section IV for detailed directions about making the necessary map for your nomination.

### **5. Are there limitations on what can be nominated?**

Yes. The purpose of the APR process is to review proposed changes to the land use recommendations found in the Area Plans and on the Comprehensive Plan Map. The following are excluded:

- Land areas that are the subject of any pending Out-of-Turn Plan Amendments or Special Studies, including but not limited to:
  - Area IV, Lower Potomac Planning District, LP1 Laurel Hill Community Planning Sector
- Any land area that was included in any Plan Amendment adopted since March 1, 2003, is excluded. This includes amendments adopted as a result of the 2004 APR as well as any Out-of-Turn Plan amendments, starting with Adopted Amendment No. 2003-04.
- Nominations that propose changes to the Policy Plan volume of the Comprehensive Plan are not eligible for consideration through the Area Plans Review.
- Nominations will not be accepted if they recommend changes affecting countywide systems, such as the countywide transportation network, the countywide trails system, parks and public facilities. These systems are being addressed as part of an on-going review of the County's public facilities in the Policy Plan. When a countywide system planning process is initiated, information about public participation will be available on the Web sites for the respective county agencies, i.e., the Department of Planning and Zoning, the Department of Transportation or the Fairfax County Park Authority.

- A nominator may submit only one nomination for the specific land area that he or she proposes for consideration in the APR process. This land area may consist of one or many parcels. See Question 6 below for more discussion of nomination land areas.

### **6. What is the best approach to defining the land area to be the subject of the nomination?**

A nomination may include a land area consisting of one parcel or many parcels, depending upon the land area that the nominator wishes to propose for replanning. The nominator should look for a logical planning area, i.e., the land area that could be planned for the type of use and intensity or density being proposed. The issue of logical planning areas also applies to nominations that involve consolidating and replanning an existing neighborhood for redevelopment at a higher planned density or different use. A neighborhood consolidation is one example of a single nomination that includes multiple parcels. The planning process does not require that the nominator own or have a contract on the property that is the subject of the nomination. As a result, the nominator should choose a land area that reflects sound land use planning principles and avoids "spot planning." Spot planning results when parcels are selectively presented in a nomination for replanning while other parcels are excluded that could logically be replanned the same way. Spot planning can result in land use inequities among similar properties. Therefore, because spot planning contradicts the principles of good land use planning, it will likely result in a negative staff recommendation on a nomination.

### **7. What is the deadline for submitting a nomination?**

Nominations can only be submitted during the South County APR submission period, Friday, July 1 through Wednesday, September 21, 2005. You can submit your nomination by mail *or* in person to the Planning Commission Office located in Suite 330 of the Government Center at 12000 Government Center Parkway. The Planning Commission office will not accept hand-delivered nominations after 4:30 p.m. on September 21. Nominations submitted by mail must be postmarked no later than September 21. Please see Section IV, "Preparing a Nomination," for details about the submission process. After reading that section, if you have questions about the submission requirements, please call the staff to the Planning Commission at (703) 324-2865.

### **8. How will I know if my nomination meets the submission requirements and is accepted?**

After you submit your nomination to the Planning Commission Office, the staff will review your nomination to ensure that it meets the submission requirements for the 2005-2006 South County APR process. Staff reserves the right to correct errors related to street address, tax map number, acreage or current Plan designation. When the nomination is accepted, you will receive a written acknowledgement.

### **9. How do people directly affected by a nomination find out about it?**

The nominator, if he/she is not the property owner, will send a certified letter and map to the property owner(s) about the nomination.

### **10. Can I withdraw my nomination from consideration?**

Requests for withdrawals of nominations must be submitted to the Planning Commission Office in writing no later than March 27, 2006. After this deadline, written requests must be voted on by the Planning Commission to be accepted. (See Section VI for the procedure for requesting a withdrawal).

### **11. Why do some nominations get deferred by the Planning Commission for future action?**

If a nomination or group of nominations involves a large land area and/or is highly complex, DPZ may recommend to the Planning Commission that the nomination(s) be considered for a Special Study. The Planning Commission will decide if the nomination will continue through the APR process or be forwarded to the Board of Supervisors with a recommendation for a Special Study. The Planning Commission may also defer nominations if it determines that additional information or time is needed to fully evaluate the proposal or to help resolve community issues. The Planning Commission Office will notify nominators if their nomination will not go forward through the APR process.

### **12. Do deferred nominations ever expire?**

Yes. If the Planning Commission does not act upon a proposed nomination within one year of the Planning Commission's scheduled public hearing for the nomination, the nomination expires and will receive no further consideration. This policy does not apply to nominations deferred to Special Studies or authorized as Out-of-Turn Plan Amendments.

### **13. How can the public see information about the nominations that are going forward for consideration in the APR process?**

Summary information about each nomination will be available on the APR section of the DPZ website at [www.fairfaxcounty.gov/dpz/apr/](http://www.fairfaxcounty.gov/dpz/apr/). In the course of the APR process, this information will be updated, so the public can track the progress of the nominations. The nominations also may be viewed at the DPZ Planning Division office (see Section I for address). In addition, copies of the nominations will be organized by Supervisor District and made available for use by the APR Task Forces, DPZ staff, the Planning Commission and the Board of Supervisors. Copies of nominations may be viewed at the Reference Desk of County libraries.

### **14. Who appoints the APR Task Forces?**

Each Supervisor for the districts included in the 2005-2006 South County APR will appoint (at their discretion) a community task force to review the nominations for his/her respective district. For APR Task Force information, including membership, meeting schedules, locations and agendas, contact the appropriate District Supervisor. (See Section I for phone numbers). As information becomes available about Task Force schedules, it will be posted on the APR section of the DPZ Web Site at [www.fairfaxcounty.gov/dpz/apr/](http://www.fairfaxcounty.gov/dpz/apr/).

### **15. What is the role of the APR Task Forces?**

The APR Task Forces hold public meetings to review the nominations and consider recommendations to be forwarded to the Planning Commission. Interested members of the public may attend. DPZ planning staff participates in the task force meetings to present their preliminary recommendations. Each nominator makes a presentation about his/her proposal. By the end of the task force phase of the process, staff and the task force may be in agreement on all recommendations; however, should staff and the task force disagree on a recommendation, each will send their separate recommendations forward for consideration by the Planning Commission. See Section VII for "Meeting Procedures."

- The Task Force and DPZ staff may make the following recommendations:
- Approval of a nomination, as submitted;
- Denial of a nomination, as submitted; or

- Approval of an alternative to the original nomination. Any proposed alternative must be to a less intense use than the original submission and must conform to the same or a smaller geographic area.

### **16. How is the DPZ staff recommendation made available to the public?**

DPZ staff conducts a review and analysis of each nomination, presents preliminary findings to the Task Force and finalizes their recommendations in a staff report on each nomination. At least two week prior to the Planning Commission public hearings, the Staff reports are distributed to the Planning Commission and the Board of Supervisors. Then the Staff Reports will be available to the public by posting them on the DPZ/APR website and published in a limited supply of print copies. Availability of the staff reports will be announced on the free e-mail subscription service, "Comprehensive Plan Announcements." See Section I for subscription information.

### **17. What is the role of the Planning Commission in the APR process?**

The Planning Commission, constituted of Board-appointed Fairfax County citizens, has the authority under the Code of Virginia to make recommendations to the Board of Supervisors about amendments to the County's Comprehensive Plan. The Commission consists of one member appointed for each Supervisor District and three at-large members. During the APR process, the Planning Commission schedules hearings to receive public comment about the Plan amendments proposed by the APR nominations. Hearings are usually scheduled for each Supervisor District. The Chair of each APR Task Force presents their recommendations, DPZ staff presents their recommendations, and then the public is invited to comment. (See Section VII for Planning Commission Public Hearing and Mark-up procedures.)

Anyone wishing to speak at the Planning Commission public hearings may sign up by calling the Planning Commission Office at (703) 324-2865. You may also sign up to speak on the Planning Commission Web site at [www.fairfaxcounty.gov/gov/planning](http://www.fairfaxcounty.gov/gov/planning). The hearings schedule is also available on that Web site. The hearings take place in the Board Auditorium of the Government Center. The public is welcome to attend or watch the live broadcast on Cable Channel 16. (See Section I for instructions to go to Channel 16 Live! on the Internet).

### **18. How does the Planning Commission make its recommendations on the nominations?**

The Planning Commission holds one or more "mark-up sessions" to vote on recommendations for the nominations for each district following completion of the public hearings. Nominations that receive a recommendation for approval go forward to the Board of Supervisors. Nominations that receive a recommendation for denial are no longer considered part of the APR process and are not subject to further review. Mark-up sessions, held in the Board Auditorium of the Government Center, are open to the public and televised on Cable Channel 16, but no public testimony is heard.

### **19. What is the role of the Board of Supervisors in the APR process?**

As the governing body of Fairfax County, the Board of Supervisors makes the final decision about amendments to the Comprehensive Plan. The Board holds public hearings on those nominations recommended for approval by the Planning Commission. The public hearing schedule can be found in the Weekly Agenda (see Section I). These public hearings are usually combined with mark-up sessions so that decisions are made at the end of each public hearing. When the Board votes to approve a nomination (or an alternative to the original nomination), that

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decision constitutes an adopted amendment to the Fairfax County Comprehensive Plan. See Section VII for Board Public Hearing/Mark-up procedures. To sign up to speak, call the Clerk to the Board at (703) 324-3151, or register on the Board of Supervisors' Web site found on the County's homepage.

### **20. How are the adopted Amendments published?**

After the Board of Supervisors completes its public hearings and mark-up in Fall 2006, all adopted amendments will be incorporated into the Comprehensive Plan found on the DPZ Web site at [www.fairfaxcounty.gov/dpz/comprehensiveplan/](http://www.fairfaxcounty.gov/dpz/comprehensiveplan/). For information about a specific amendment, check the APR section of the DPZ Web site or call the Planner of the Day, Planning Division, DPZ, at (703) 324-1380.

## **IV. PREPARING A NOMINATION**

**See the Nomination Form attached at the end of this document.**

To submit a nomination, provide all of the following information in one complete package to the Planning Commission Office in the County Government Center (12000 Government Center Parkway, Suite 330) between July 1 and September 21, 2005. The Planning Commission Office is open weekdays between 8:00 am and 4:30 pm.

***INSTRUCTIONS FOR FILLING OUT THE NOMINATION FORM: The following instructions give directions for filling out each section of the nomination form found at the end of this booklet. Each section of instructions below is numbered the same as the corresponding section of the nomination form.***

### **SECTION 1: NOMINATOR/AGENT INFORMATION**

A nominator can be the owner of the specific property being nominated or the designated agent/attorney, or any other interested party. The person designated as the "nominator" becomes the point of contact for all questions, requests for information or mailings related to the nomination.

**Name:** List the name of the nominator (only one person). Any group (such as a civic association) wishing to submit a nomination should designate one person as the nominator and explain that individual's relationship to the group making the nomination. Example: Jonas Weal, President of the XYZ Civic Association

**Daytime Phone, E-mail and Address:** Provide the daytime telephone number, e-mail address and mailing address of the nominator.

**Signature Line for Nominator:** Sign your name here if you are the nominator. If you have asked someone to represent you as your agent for the APR process, that person becomes the nominator and signs here. If you are authorized to sign for a business entity, please sign and state the relationship. The person authorized as the agent will become the point of contact if questions about the nomination arise. If there is one authorized agent but many property owners,



## CITIZEN'S GUIDE TO THE 2005-2006 SOUTH COUNTY AREA PLANS REVIEW

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make sure that you attach an additional page with the signatures of all property owners who have agreed to the nomination and to be represented by the agent.

**Signature Line for Owner(s):** If you own the nominated property or are an authorized representative of a business that owns the property, sign on the signature line for owners or attach a separate page containing the signatures of all the owners who are parties to this nomination. If you are the authorized representative of a business entity, please include that information with your signature. The property owners whose signatures do not appear on this nomination must receive a certified letter notifying them of the nomination, as explained below. If you are the nominator and not the owner, do not sign here and mark the line "N/A" for not applicable.

### SECTION 2: GENERAL INFORMATION

This section requires you to provide written notice by certified mail to all owners of the nominated property if you are the nominator but not the property owner or if all owners of the nominated land have not provided their signatures as stipulated in Section 1. If your proposal involves consolidation of an existing neighborhood for redevelopment, you must attach to your nomination a petition of support bearing the signatures of at least 75% or more of the owners and must at a minimum account for 75 percent of the land area being proposed for replanning (see the Policy Plan, Land Use Appendix 8). Contact DPZ staff if you have questions about these neighborhood consolidation requirements.

**Name & Address:** List the name and addresses of all owner(s) of the nomination property who have not provided their signatures in Section 1. If necessary, attach a separate page listing the name and address of each owner. These are the property owners you must advise in writing of the nomination. The notice letter(s) must be sent by certified mail before you submit your nomination to the Planning Commission Office.

Names and mailing addresses should be taken from the current real estate tax assessment records maintained by the Department of Tax Administration (DTA) on the third floor (Suite 333) of the Government Center building. This information is also available by calling (703) 222-6740 and online at [icare.fairfaxcounty.gov](http://icare.fairfaxcounty.gov).

**Postmarked Certified Mail Receipt Number:** List the certified mail receipt number(s) for each letter sent to the owner(s) of the subject property. Attach additional pages as needed.

The nominator must inform the subject property owner(s) of the nomination by certified mail. The letter must contain the following information:

1. Map and description of the nominated property (or properties) location or area.
2. Description of the existing Comprehensive Plan designation.
3. Description of the proposed Comprehensive Plan designation.
4. Phone number and address of the nominator.

## CITIZEN'S GUIDE TO THE 2005-2006 SOUTH COUNTY AREA PLANS REVIEW

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A sample letter is provided below. You must send a letter similar to the sample by certified mail to **all** owners of each parcel you have included in your nomination who have not signed the nomination under Section 1 of the Nomination Form. Certified receipt mail forms (US Postal Form 3811) are available at any branch of the United States Postal Service.

**The notification letter(s) must be sent by certified mail to the owner(s) and must be postmarked the same day or prior to submitting the nomination to the Planning Commission Office. A copy of each letter, map and the original or copies of all postmarked certified receipt(s) must be attached to the nomination.**

**Failure to comply with all the notification requirement(s) will cause the nomination to be returned. If you have questions about this part of the APR process, contact the Planning Commission Office at (703) 324-2865.**

<b>Sample Notification Letter</b>
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*September 1, 2006  
By Certified Mail*

*John and Mary Property Owner  
Street Address  
City, State, and Zip Code*

*Dear Mr. and Mrs. Property Owner:*

*You are listed in the records of Fairfax County, Virginia as the owner(s) of the property described below. The purpose of this letter is to notify you that I will soon be nominating your property, under the 2005-2006 South County Area Plans Review of the Comprehensive Plan Review Process, to the Fairfax County Planning Commission for a possible amendment of its land use designation.*

*Property Address: \_\_\_\_\_  
Tax Map Number: \_\_\_\_\_  
Supervisor District: \_\_\_\_\_*

*The current Comprehensive Plan designation for your property is \_\_\_\_\_*

*I am proposing that the Plan be amended to \_\_\_\_\_*

*Any comments or questions you have about this specific nomination should be directed to me at: (Address & Phone Number). If you have questions about the Area Plans Review process, contact the Planning Commission Office at (703) 324-2865 or at 12000 Government Center Parkway, Suite 330, Fairfax, VA 22035.*

*Sincerely,  
John Nominator*

*Attachment: Map*



### SECTION 3: SPECIFIC INFORMATION

This section asks for information about the subject property or area of the nomination.

**Supervisor District(s):** List the Supervisor District of the nominated property. The four districts included in the South County APR are: Braddock, Lee, Mason, Mount Vernon and Springfield. You can look up a parcel on the Department of Tax Administration (DTA) real estate Web site and find the Supervisor District for the parcel. Maps of the Supervisor Districts are available at the Maps and Publications Desk on the first floor (lower level) of the Government Center Building, on the Fairfax County Web site, or at Fairfax County library reference desks.

**Tax map numbers for parcels:** Provide the complete tax map reference number for each parcel of land included in your nomination. This number acts as the unique identifier for each parcel in the County. You can find this number on the DTA Web site or on the property identification maps available for purchase at the Maps and Publications Sales Desk at the County Government Center (See Section I for the address and phone number). There are three components to the tax map numbering system: section sheet number; block or subdivision number; and parcel number. An example of a complete tax map number is 45-2 ((3)) 4A. In this example, 45-2 is the section sheet number, ((3)) represents the subdivision number and 4A is the parcel number.

**Total number of parcels:** Count the actual number of parcels being nominated. Parcel numbers may not be sequential so do not assume that a tract of land containing parcel 7 and parcel 12 automatically contains six parcels.

**Street Address of each nominated parcel:** Provide the street address for every parcel of land you are nominating for a Plan amendment. The Dept. of Tax Administration (DTA) Web site provides a variety of information about every parcel in the County, including street address, acreage, tax map number, ownership, and more. Go to [icare.fairfaxcounty.gov](http://icare.fairfaxcounty.gov) and click on the link to the real estate assessment site for parcel information.

**Total aggregate size of all nominated parcels in acres and square feet:** Compute the total size of the nomination area. Information on the size (acreage and/or square feet) of individual parcels may be obtained from the DTA Web site. An acre is 43,560 square feet.

**Nominations for Neighborhood Consolidation and Redevelopment:** On the nomination form, check the appropriate box indicating whether the nomination proposes a neighborhood consolidation for replanning an existing neighborhood for a different density or for a different use. If your proposal involves consolidation of an existing neighborhood for redevelopment, you must attach to your nomination a petition of support bearing the signatures of at least 75 percent or more of the owners and must at a minimum account for 75 percent of the land area being proposed for replanning. See the Policy Plan, Land Use Appendix 8, in the Comprehensive Plan on the Web (see Section I). Those owners who do not sign the petition of support must be notified of the nomination by certified mail. Follow the instructions for sending notification letters found in the preceding section entitled "2. Owner Information." If you have any questions about the submission requirements, contact Planning Division/DPZ and ask to speak to one of the APR planners at (703) 324-1380.

## SECTION 4: CURRENT AND PROPOSED COMPREHENSIVE PLAN DESIGNATIONS

**Current Comprehensive Plan Text for nominated property:** This section requires you to identify the current Comprehensive Plan designation for the land included in your nomination. You may attach separate pages with the current Plan text printed from the Comprehensive Plan found on the DPZ Web site at [www.fairfaxcounty.gov/dpz/](http://www.fairfaxcounty.gov/dpz/). If you do not have access to the Internet or if you wish to confirm that you have the correct Plan citation, call the Planner of the Day in the Planning Division/DPZ at (703) 324-1380.

**Plan Map Designation:** Look at the Comprehensive Plan map to determine which category applies to the nominated property. (Example: Residential uses at 8-12 du/ac) If more than one category applies to the subject property, indicate the specific parcel numbers next to the appropriate Plan category. Call or visit the DPZ/Planning Division Planner of the Day if you need assistance (see Section I).

**Proposed Comprehensive Plan Designation:** If you are proposing residential use, be sure to include one of the density ranges in the form of dwelling units per acre (du/ac) as listed in the chart below:

### Residential Land Use Category Density Ranges:

.1 - .2 du/ac.	.2 - .5 du/ac	.5-1 du/ac	1 - 2 du/ac	2 - 3 du/ac
3 - 4 du/ac	4 - 5 du/ac	5 - 8 du/ac	8 - 12 du/ac	12 - 16 du/a
16 - 20 du/ac	20+ du/ac*			

Note: \*If you are proposing residential density above 20 du/ac, you must specify a range such as 20-30 du/ac or 30-40 du/ac.

### Non-residential Land Use Categories:

If you are proposing one of the non-residential uses listed below, you must include a proposed maximum intensity in terms of floor area ratio (FAR). If you are proposing Mixed Use or Alternative Use, **the percentage, intensity/density, and square footage of the different types of uses in the mix must be specified.** Example: Mixed Use at 1.0 FAR with 40 % office use, 30 % retail use and 30 % multifamily residential use. **For residential use, provide the approximate number, type of dwelling units, and total square footage per unit type proposed.** For example, if you are proposing a mix of multifamily and single family attached units, give approximate numbers of each unit type, such as 300 multifamily units and 100 single family attached. These numbers are necessary for analysis to evaluate impacts on transportation, schools and parks during the Plan amendment process.

Office	Alternative Uses
Industrial	Public Facility, Governmental or Institutional
Mixed Use	Private Recreation/Private Open Space
Retail & Other	

### SECTION 5: MAP OF SUBJECT PROPERTY

Make a copy of that portion of the section sheet from the Zoning Map that shows the subject property and attach the map to the nomination form. Individual zoning map pages are available for 25 cents per page from the Maps and Publications Desk, located on the first floor (lower level) of the Government Center.

The map must not be larger than 8 1/2 x 11 inches and the subject property must be outlined in black ink. Be sure to cross-check the map with Section 3 of the nomination form to ensure that all parcels have been outlined. Maps in color will not be accepted so do not use highlighters, colored pens, or colored computer-generated maps. The colors will not reproduce when the nominations are photocopied. This is the map that you will attach to your nomination and also attach to the notification letter(s) you send to property owners who have not signed the nomination form.

### SECTION 6: JUSTIFICATION

This section requires the nominator/agent to indicate why the nomination meets the adopted policy guidelines for inclusion in the Area Plans Review process. Check the appropriate box and provide a brief explanation of how the nomination satisfies that guideline. Be specific in setting forth your rationale; do not simply repeat the stated guideline. You may attach up to a total of two additional pages per nomination.

## V. SUBMITTING A NOMINATION

The nomination submission period is July 1 through September 21, 2005. Make sure that your nomination is postmarked no later than September 21, 2005, or hand-delivered to the Planning Commission Office by 4:30 p.m. on that same date. Early submission of nominations is encouraged to allow time for staff to determine whether the nomination is complete and has satisfied the procedural guidelines.

Deliver or mail nominations to: Fairfax County Planning Commission Office, County Government Center, Suite 330, 12000 Government Center Parkway, Fairfax, Virginia 22035.

## VI. WITHDRAWING A NOMINATION

Requests to withdraw a nomination must be submitted in writing (by the nominator/agent only) to the Planning Commission Office no later than the close of business on March 27, 2006. You must also send a letter by certified mail about the withdrawal to the same parties you noticed in Section 2. The following three items must be submitted to the Planning Commission Office by March 27, 2006:

1. Withdrawal letter addressed to the Planning Commission
2. Copy of each notification letter to the property owner(s)
3. Originals or copies of certified mail receipts

All withdrawal requests submitted on or prior to March 27, 2006, will be honored. After the withdrawal deadline, withdrawals can only be accepted by formal vote of the Planning Commission.

### **VII. MEETING PROCEDURES**

#### **Task Force Meeting Procedures**

APR Task Forces are formed and members appointed at the discretion of each District Supervisor. Task Forces establish their own procedures for reviewing and making recommendations on APR nominations. For information on procedures adopted by a Task Force, call the appropriate District Supervisor's office. Refer to Section I, Public Information Sources, for the telephone numbers of the offices of the District Supervisors.

Copies of APR nominations will be provided to Task Forces and to the Supervisor's office for each Supervisory District included in the South County APR in mid-November 2006. Task Forces will meet between November 28, 2005 and March 24, 2006. The number of Task Force meetings will depend on the number of nominations submitted for a particular district as well as the meeting schedule established by each Task Force.

An APR Task Force may invite nominators to present and discuss their nominations at a Task Force Meeting. Staff and the Task Forces may also request additional information, such as a conceptual development plan or layout, to better understand the proposal and how it relates to the surrounding area. This will likely be the case for any nomination that directly impacts established residential communities. DPZ planning staff participates in the task force meetings to present their preliminary recommendations; to answer specific questions about a particular nomination or general planning questions; and to listen to presentations by nominators and discussions by Task Force members.

Recommendations of each APR Task Force are forwarded to DPZ staff and the Planning Commission two weeks prior to the Commission's public hearings. The Task Force may recommend approval or denial of a nomination as submitted, or approval of an alternative to the submitted nomination. If the Task Force recommends an alternative, it must be to a less intense use than the original submission and must conform to, or be smaller than, the original geographic area. Task Force recommendations may be different from those developed by the staff and both are forwarded to the Planning Commission.

#### **Information for Speakers at Public Hearings of the Planning Commission & Board of Supervisors**

Subscribers to the "Comprehensive Plan Announcements" e-mail services will receive e-mail announcing the public hearing schedules and other important dates. In addition, the South County APR public hearings schedule will be posted on the APR Web site and the Planning Commission Web site. The hearings take place in the Board Auditorium of the Government Center. The public is welcome to attend or watch the live broadcast on Cable Channel 16.

Citizens are encouraged to provide written and/or verbal input at the APR public hearings. Statements sent by mail to the respective bodies should be sent no later than three days prior to the scheduled public hearing. Anyone submitting a written statement at the public hearing should provide 15 copies to the Clerk. The Board Auditorium is equipped with a variety of audio-visual equipment. Slides, maps, graphs, blueprints, photographs, and videos can be presented simultaneously to the hearing body and the audience.

**Planning Commission Public Hearings:** If you want to speak at a Planning Commission APR public hearing you can sign up by calling the Planning Commission Office at (703) 324-2865. You may also sign up to speak on the Planning Commission Web site at [www.fairfaxcounty.gov/gov/planning](http://www.fairfaxcounty.gov/gov/planning).

**Nominators and anyone else who wishes to be on the Speakers List must sign up to speak by 2:30 p.m. on the day of the public hearing.**

**Timed presentations by speakers.**

- Nominators, Civic Associations and Countywide Associations on the Speakers List -- 5 Minutes
- Individuals on the Speakers List -- 3 Minutes
- Anyone not on the Speakers List -- 2 Minutes

**Planning Commission Public Hearing Procedures**

In accordance with Article 7 of the Planning Commission Bylaws & Procedures, procedures for Planning Commission APR public hearings are as listed below. If you wish to submit written copies of public hearing testimony, please provide 15 copies to the Clerk.

1. The Chairman calls for the public hearing on a specific nomination.
2. The Chairman calls for the staff presentation. The staff planner describes the property, comments on the application and states the staff recommendation. The Chair may then ask for the Task Force recommendation.
3. After reviewing the public hearing procedures, the Chairman calls for citizen testimony. Persons are recognized in the order in which their names appear on the Speakers List. After all names have been called, anyone not on the Speakers List will have an opportunity (with a two-minute time limit) to address the Commission.
4. Questions and comments by Commissioners.
5. The Chairman closes the public hearing. Commission action on APR items will not be taken until the scheduled mark-up sessions.

**Planning Commission Mark-up Procedures**

1. The Planning Commission usually takes action on individual APR nominations at separate mark up sessions. Held in the Board Auditorium beginning at 8:15 p.m., mark-up sessions are open to the public. However, public testimony is not permitted. One or

more mark-up sessions will be held, depending on the number of nominations submitted during the South County Area Plans Review. For information on Planning Commission mark-up dates, subscribe to "Comprehensive Plan Announcements," call the Commission Office at (703) 324-2865 or visit the Web sites listed in Section I.

2. Only nominations that receive a favorable recommendation by the Planning Commission, including nominations for which the Planning Commission has recommended an alternative or modified use, will be advertised and forwarded to the Board of Supervisors for public hearing. In such instances, only the alternative or modification, and not the original submission, will be eligible for consideration. **APR nominations that do not receive a favorable recommendation by the Planning Commission are denied and will not be subject to public hearing by the Board of Supervisors.**

### **Public Hearing and Decision by the Board of Supervisors**

Only nominations recommended for approval by the Planning Commission will be forwarded to the Board of Supervisors for public hearing. These include:

- Approval of original nominations, as submitted
- Approval of original nominations, as modified; and
- Approval of alternatives to the original nominations.

The Board of Supervisors will set public hearing dates based on the number of items forwarded by the Planning Commission. Based on the final actions taken by the Board of Supervisors, the text and/or maps of the County's Comprehensive Plan will be modified to reflect all approved amendments.

If you wish to speak at a Board of Supervisors APR public hearing, call the Clerk to the Board at (703) 324-3151. You can also register on line in advance to speak at a public hearing at [www.fairfaxcounty.gov/gov/bos/speaker\\_bos.htm](http://www.fairfaxcounty.gov/gov/bos/speaker_bos.htm).

**CHECKLIST FOR NOMINATOR**

*The following checklist is provided for the convenience of the nominator, to ensure that the nomination is complete and ready for submission. The section numbers below refer to the different sections of the nomination form.*

1. Completed official nomination form;
2. 8 1/2 x 11 tax map with nomination area outlined in black ink (Section 5);
3. Copy of the notification letter and map sent by certified mail to each of the property owner(s), if different than the nominator/agent (Section 3);
4. Original and/or copies of the postmarked certified mail receipt(s), if different from the nominator/agent (Section 3, Specific Information Table found at end of Application);
5. Neighborhood petition, only if the nomination proposes a neighborhood consolidation (Section 2);
6. Completed Proposed Plan Designation including the mixed use table and/or residential land use table (Section 4);
7. Additional page(s) (not more than two) of justification for proposed Plan change (Section 6).

**FAIRFAX COUNTY, VIRGINIA  
2005 SOUTH COUNTY AREA PLANS REVIEW  
NOMINATION TO AMEND THE COMPREHENSIVE PLAN**

*Date Received:* \_\_\_\_\_  
*Date Accepted:* \_\_\_\_\_  
*Planning District:* \_\_\_\_\_  
*Special Area:* \_\_\_\_\_

**SECTION 1: NOMINATOR/AGENT INFORMATION**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Nominator E-mail Address: \_\_\_\_\_

Signature of Nominator (NOTE: There can be only one nominator per nomination):  
\_\_\_\_\_

Signature of Owner(s) if applicable: (NOTE: Attach an additional sheet if necessary. Each owner of a nominated parcel must either sign the nomination or be sent a certified letter):  
\_\_\_\_\_

Anyone signing on behalf of a business entity, must state the relationship to that organization below or on an attached page:  
\_\_\_\_\_

**SECTION 2: GENERAL INFORMATION**

Check appropriate supervisor district: ☐ Braddock ☐ Lee ☐ Mason ☐ Mount Vernon ☐ Springfield

Total number of parcels nominated: \_\_\_\_\_

Total aggregate size of all nominated parcels (in acres and square feet): \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

Is the nomination a Neighborhood Consolidation Proposal: ☐ Yes ☐ No

**SECTION 3: SPECIFIC INFORMATION – *Attach either the Specific Information Table found at the end of this application form or a separate 8 ½ x 11 page (landscape format) identifying all the nominated parcels utilizing the format as shown in the Table found at the end of this application.***

*All subject property owners must be sent written notice of the nomination by certified mail unless their signature(s) appears in Section 1 (above).*

**IMPORTANT NOTE:** *Any nomination submitted without originals or copies of all the postmarked certified mail receipt(s) and copies of each notification letter and map will not be accepted.*

**SECTION 4: CURRENT AND PROPOSED COMPREHENSIVE PLAN DESIGNATIONS**

*See Section IV, #4, of the Citizen's Guide for instructions.*



Current Comprehensive Plan text for nominated property: **Use the Plan on the Web for your citation. It is the most up to date. Link: [www.fairfaxcounty.gov/dpz/](http://www.fairfaxcounty.gov/dpz/):**

Current Plan Map Designation: \_\_\_\_\_

Proposed Comprehensive Plan Designation: \_\_\_\_\_

Mixed Use	
<b>If you are proposing Mixed Use, it must be expressed in terms of floor area ratio (FAR). The percentage and intensity/density of the different types of uses must be specific and must equal 100% of the total FAR proposed. The mix and percentage of uses provided by the nominator are what staff and the task force will review. Ranges are not acceptable.</b>	
Categories	Percent of Total FAR
Office	
Retail	
Public Facility, Gov & Institutional	
Private Recreation/Open Space	
Industrial	
Residential*	
<b>TOTAL</b>	<b>100%</b>
* If residential is a component, please provide the approximate number and type of dwelling unit as well as the approximate square footage per unit assumed (i.e., 300 mid-rise multifamily units at 800 square feet per unit).	

Residential Land Use Categories	
Categories expressed in dwelling units per acre (du/ac)	Number of Units
.1 - .2 du/ac (5-10 acre lots)	
.2 - .5 du/ac (2-5 acre lots)	
.5 - 1 du/ac (1 - 2 acre lots)	
1 - 2 du/ac	
2 - 3 du/ac	
3 - 4 du/ac	
4 - 5 du/ac	
5 - 8 du/ac	
8 - 12 du/ac	
12 - 16 du/ac	
16 - 20 du/ac	
20 + du/ac**	
** If you are proposing residential densities above 20 du/ac, you must specify a range such as 20-30 du/ac or 30 -40 du/ac.	

## SECTION 5: MAP OF SUBJECT PROPERTY

*Attach a map clearly outlining in black ink the property of the proposed Plan amendment. The map must be no larger than 8½ x 11 inches. Maps in color will not be accepted.*

## SECTION 6: JUSTIFICATION

*Each nomination must conform with the Policy Plan and must meet at least one of the following guidelines. Check the appropriate box and provide a written justification that explains why your nomination should be considered, based on the guidelines below (two-page limit).*

The proposal would better achieve the Plan objectives than what is currently in the adopted Plan.

There are oversights or land use related inequities in the adopted Plan that affect the area of concern.

**All completed nomination forms must be submitted between July 1, 2005 - September 21, 2005 to:**  
**Fairfax County Planning Commission Office**  
**Government Center Building, Suite 330**  
**12000 Government Center Parkway**  
**Fairfax, Virginia 22035-5505**

## SPECIFIC INFORMATION TABLE

All subject property owners must be sent written notice of the nomination by certified mail unless their signature appears in Part 1 of this application. If you are required to notify more than one property owner, you must provide all the information requested below.

**IMPORTANT NOTE:** Any nomination submitted without originals or copies of all the postmarked certified mail receipt(s) and copies of each notification letter and map will not be accepted.

<b>Tax Map Number</b>	<b>Name of Property Owner</b>	<b>Street Address of Parcel</b>	<b>Mailing Address of Owner</b>	<b>Parcel Size in Acres</b>	<b>Signature of Owner or Certified Receipt Number</b>